

BERRYVILLE ARCHITECTURAL REVIEW BOARD
Berryville-Clarke County Government Center
MINUTES OF REGULAR MEETING
Wednesday, October 2, 2013

The regular meeting of the Berryville Architectural Review Board was held on Wednesday, October 2, 2013 at 12:00 p.m. in the Berryville – Clarke County Government Center located at 101 Chalmers Court in Berryville, Virginia.

ATTENDANCE

The following members of the Board were present: Susan Godfrey, Robin McFillen and Gene Williamson

Absent: Jim Barb, Chair; Ken Livingston, Vice Chair

The following staff member was present: Christy Dunkle, Town Planner

Others present: Luanne Carey, Executive Director, Berryville Main Street

Ms. Dunkle called the meeting to order at 12:00 p.m, requesting a vote for presiding officer due to the absence of the chair and vice chair. Ms. McFillen made the motion to elect Ms. Godfrey the presiding officer, seconded by Mr. Williamson. The motion passed unanimously by voice vote.

APPROVAL OF AGENDA

Mr. Williamson moved to approve the agenda as written, seconded by Ms. McFillen. The motion passed unanimously by voice vote.

APPROVAL OF MINUTES

Ms. McFillen moved to approve the minutes of the September 11, 2013 meeting as written, seconded by Mr. Williamson. The motion passed unanimously by voice vote.

Sign Review

Chris Muenzer, Owner (Igotech), is requesting a Certificate of Appropriateness in order to install a projecting sign at his business located at 20 North Church Street, identified as Tax Map Parcel number 14A2-(A)-67, zoned C General Commercial.

Ms. Dunkle described the request. Mr. Muenzer wishes to install a 32" wide by 8" high projecting sign next to the entrance located at 20 North Church Street. She said that his office is located in the same building as Family Trust Numismatics. She said each occupancy is permitted to have one projecting sign on the structure. She added that the two-sided sign will be metal and will be affixed to the building with a 36" black wrought iron bracket.

There was a general discussion about the sign. Mr. Williamson made the motion to approve the request as presented, seconded by Ms. McFillen, the motion passed unanimously by voice vote.

Discussion – Berryville Main Street Holiday Parking Meter Judging

Ms. Dunkle received direction from ARB members to discuss parking meter judging with Berryville Main Street after the Main Street board decided not to have the ARB judge the contest. Ms. Carey, representing Berryville Main Street, said that the board would like the ARB to judge the competition again. She said they will be charging \$5 for each request. Ms. Dunkle reviewed previous award categories and said that Mr. Barb had recommended the best local theme as opposed to the best Berryville theme, which members

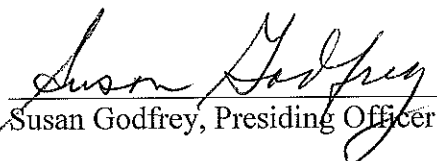
agreed with. Ms. Godfrey said it is a great thing for the ARB to do for the Town and that it allowed for publicity for the contest. ARB members, Ms. Carey, and staff reviewed the timeline of events. Ms. Dunkle said the Town of Berryville offers free parking from Thanksgiving Day (November 28, 2013) through December 30, 2013. Starting on Thanksgiving Day, Ms. Carey said, those who have secured a meter to decorate may begin. Ms. Dunkle said that the ARB's regular meeting will be on Wednesday, December 4. There was a general discussion about the timing of the ARB judging and the timeframe within which the meters may be decorated. Ms. Carey said that the Christmas Tree Lighting in Rose Hill Park will be held on Friday evening, December 6. Ms. McFillen said it seemed like this was a good time to announce contest winners which occurred in previous years. There was a discussion about cash prizes in Berryville Bucks and previous efforts. Ms. Godfrey asked how the ARB could help advertise the event. Ms. Dunkle said she would talk with the Town Clerk about putting a link to the application on the Town's web site.

Other

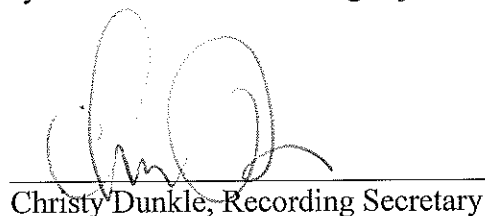
Ms. McFillen asked about additional signage at the Berryville Service Center that had not been approved. Ms. Dunkle said she would look into it. There was a discussion about the large vertical banners and the Barns of Rose Hill sandwich board being removed.

ADJOURNMENT

There being no further business, Ms. McFillen made the motion to adjourn the meeting, seconded by Mr. Williamson, the motion was approved unanimously by voice vote. The meeting adjourned at 12:30 p.m.



Susan Godfrey, Presiding Officer



Christy Dunkle, Recording Secretary